



Chris Christie
Governor

Kim Guadagno
Lt. Governor

Allison Blake, PH.D., L.S.W
Commissioner

JOB VACANCY POSTING

POSTING #:	042-15	ISSUE DATE:	April 2, 2015
TITLE:	DIRECTOR, OFFICE OF ADVOCACY	CLOSING DATE:	April 23, 2015
LOCATION:	Department of Children and Families Office of Advocacy 50 East State Street Trenton, NJ 08625		
POSITIONS:	1		
DISTRIBUTION:	STATE-WIDE	SALARY:	Commensurate with education and experience
SCOPE OF ELIGIBILITY: Opportunities are subject to current promotional and hiring restrictions.			

JOB RESPONSIBILITIES/EXPECTATIONS: Reporting to the Chief of Staff, the Director of the Office of Advocacy will work to assist the Department in fulfilling its mission: in partnership with NJ's communities' to ensure the safety, well-being and success of NJ children and families by providing information, referral and advocacy services. Major responsibilities include providing an organizational structure and systems for constituents and DCF staff to have a forum to express inquiries, questions and concerns, enhancing customer service by addressing constituent's inquiries, concerns or questions in real time while ensuring delivery of integrated quality and consumer friendly services to constituents and DCF staff. Trends will be identified, issues will be analyzed, and data will be collected and reported on monthly. In addition, the director will establish solid working relationships with all DCF Divisions and Offices and other stakeholders for timely resolution of constituent issues, provide leadership and support staff development, and represent the Department on various committees and community functions in order to establish and maintain cooperative working relationships with other agencies.
REQUIREMENTS EDUCATION: A Bachelor's degree from an accredited college or university is required. A Master's degree in Social Work or related field is preferred. EXPERIENCE: At least six (6) years of social service experience which should include substantive experience in the management and leadership of social service program, three (3) years which shall have involved management responsibilities, including personnel and supervision, policy, budget and fiscal accountability and oversight. SPECIAL NOTE: Candidates should have prior supervisory experience and demonstrate some competency in public speaking as they will be required to represent the Assistant Commissioner and Commissioner at external meetings. LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position. NOTE: APPLICABLE SPECIAL RE-EMPLOYMENT LIST ESTABLISHED AS A RESULT OF A LAYOFF WILL BE USED BEFORE ANY APPOINTMENTS ARE MADE.

IMPORTANT NOTICE RESIDENCY - Effective 9/1/11, NJ PL 70 (NJ First Act), requires all State employees to reside in New Jersey, unless exempted under the law, or current employees who live out-of-state and do not have a break-in service of more than 7 calendar days, as they are "grandfathered." New employees or current employees who were not grandfathered and who live out-of-state have one year after the date of employment to relocate their residence to New Jersey or request an exemption. Current employees who reside in NJ must retain NJ residency, unless he/she obtains an exemption. Employees who fail to meet the residency requirements or obtain an exemption will be removed from employment.

Electronic Filing: Forward a cover letter and resume electronically to: Jennifer.Dowd@dcf.state.nj.us Include the Job Posting # in the subject line of your email.	Alternate Filing: If unable to file electronically, applicants may forward a cover letter and resume (including Job Posting #) to: Linda M. Dobron, Director of Human Resources Department of Children and Families Office of Human Resources P.O. Box 717 Trenton, NJ 08625-0717
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